

Gila County Human Resources CLASSIFICATION PLAN	Policy Number: BOS-HRS-415	Page
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I. PURPOSE:

To establish job titles, job descriptions, duties and responsibilities of Gila County employees.

II. APPLICABILITY:

All Gila County full-time and part-time regular status employees. Temporary employees, consultants, and judge pro-tempores are not covered under this policy; compensation for these positions shall be individually established as necessary.

III. POLICY:

The Classification Plan, as approved by the Board of Supervisors, shall include for each class of positions an appropriate title and a class specification. The Director shall maintain the official class specifications in the Classification Plan. The Board of Supervisors may establish new classifications and divide, combine, alter or abolish existing classifications based upon the recommendation of the Director. Revisions to a class specification may be approved by the Director.

SIGNATURE:


CHAIRMAN, BOARD OF SUPERVISORS

4-29-2014
DATE

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IV. PROCEDURES

- A. **Nature and Interpretation of Class Specifications:** Class specifications are contained in job descriptions. Class specifications are descriptive and explanatory and are not restrictive. The language of class specifications is not all inclusive and shall not be construed as limiting or modifying the authority which Appointing Authorities have to add or delete duties and responsibilities, so long as such changes fall within the general guidelines of the classification of the position involved. Changes in the duties and responsibilities of a position which are not within the general guidelines of the classification must be reported to the Director by the Appointing Authority.
- B. **Position Title**
1. The class specification position title shall be used in all financial and personnel documents.
 2. For purposes of internal administration, agency correspondence or for any other purpose not involving the personnel processes, abbreviations, code symbols or descriptive adjectival titles may be used in lieu of the class titles.
- C. **Minimum Qualifications:** Minimum qualifications are statements of the minimum background as to education, experience, and other qualifications which will be required in all cases as evidence of any appointee's potential to perform the work properly. When minimum qualifications are increased, the additional qualifications shall not be applicable to incumbents of the class as to their eligibility for promotion consideration, unless the added qualification establishes a degree from an educational institution, license, similar added qualification required by law or the duties of the classification. All subsequent applicants for the class must qualify under all minimum qualifications, including those added pursuant to this policy.
- D. **General Qualifications:** All persons applying or holding any position in the County service shall be required to meet the following general qualifications: integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others willingness and ability to assume and fulfill the responsibilities of the employment, good health and physical and mental abilities compatible with the work assignment. Where the position requires the operation of a motor vehicle, the applicant or employee must have a valid Arizona operator's license and shall operate the vehicle in conformance with the applicable motor vehicle laws. These qualifications shall be deemed to be part of the minimum qualifications of each class and need not be specifically set forth therein.

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E. Classification Administration

1. County positions are allocated to an individual job class, or to a group of positions having similar duties, levels of skill, and responsibilities based on the position descriptions developed within each department. Class specifications are then developed based on these positions descriptions. The group of positions allocated to a common class with a set of specifications, or class description, is then assigned a single pay range within the County compensation plan.
2. Elected Officials, the County Manager, Deputy/Assistant County Managers and Department Directors are responsible for ensuring that the contents and intent of each classification specification assigned to positions under their direction correctly reflect the duties and responsibilities being performed in each position.
3. Elected Officials, the County Manager, Deputy/Assistant County Managers and Department Directors shall be responsible for informing Human Resources in writing of changes in a position's duties/responsibilities in their office or department that might possibly affect the classification of such a position.
4. The Human Resources Director may initiate a classification review to update and modify classification specifications or any component of the classification as is deemed necessary by the Board of Supervisors and/or the County Manager.
5. If any Elected Official, the County Manager, Deputy/Assistant County Manager, or Department Director desires that a position be reviewed for a possible reclassification, they will forward a request to the Human Resources Director. The request should state the employee's name, current classification, requested classification, and the basis for the request. Individuals scheduled for reclassification review will be required to complete a Gila County Position Description Questionnaire (PDQ). If the position is vacant, the PDQ will be completed by the immediate supervisor. The PDQ shall be reviewed and signed by the Elected Official, Department Head or Supervisor.
6. A reclassification may result in one of four actions: (1) no change; (2) a change in classification specification with no change made to pay grade; (3) change in pay grade upward; (4) change in pay grade downward. If a reclassification results in an increase in pay grade, the Board of Supervisors or designee's approval must be obtained.

- F. Classification Controls: A position shall have been allocated to a specific class before final administrative action can be taken by an Appointing Authority on appointment, transfer, promotion, demotion or change in compensation rate or payment of salary with respect to the position.

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G. Official Copy of Class Specifications

1. **Official Class Specifications:** The Director shall maintain a master set of all approved class specifications. Such specifications shall constitute the official specifications in the Classification Plan. The copies of the specifications for each class indicate the date of adoption or the last revision of the specification for such class.
2. **Issuance of Specifications:** The Director shall provide Appointing Authorities with a set of class specifications appropriate to their organization. Class specifications in the Appointing Authorities office, as well as the master set in Human Resources, shall be open for inspection by the employees or the public under reasonable conditions during business hours.

H. Responsibility

1. The Board of Supervisors is responsible for approving compensation plans and policies, including job evaluations and all other specific pay actions.
2. Appointing Authorities shall be responsible for:
 - a. Ensuring that job descriptions are maintained for all positions within their department and for ensuring that the contents and intent of each job description correctly reflect the essential duties and responsibilities being performed in each position and appropriately reflects management span of control, supervisory responsibility and budgetary authority.
 - b. Ensuring organization structures reflect best practices and are not top heavy, consider the most efficient way to get work done, do not impede communications through too many levels, clearly define responsibility for decision making.
 - c. Coordinating with the Human Resources Director to establish appropriate salaries for new hires, promoted, and/or transferred employees.
3. The Human Resources Director is responsible for:
 - a. Administering compensation plans, policies, and procedures including recommending changes in salary ranges, market studies of positions, employee compensation recommendations, and reclassification review requests.
 - b. Bringing appropriate information to the Board of Supervisors to keep compensation plans and compensation policy up-to-date;

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- c. Working with Appointing Authorities to ensure appropriate, organization structures, equitable salaries for new hires, promotions, and/or transferred employees, processing personnel actions, and providing personnel action information to the Finance Department for payroll processing.
- d. Maintaining job descriptions and making minor modifications as necessary.